



The State of New Hampshire
NH FIRST

DRAFT

10/2/09

Management Information

Using Reporting Functions in NH FIRST



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Table of Contents

Introduction

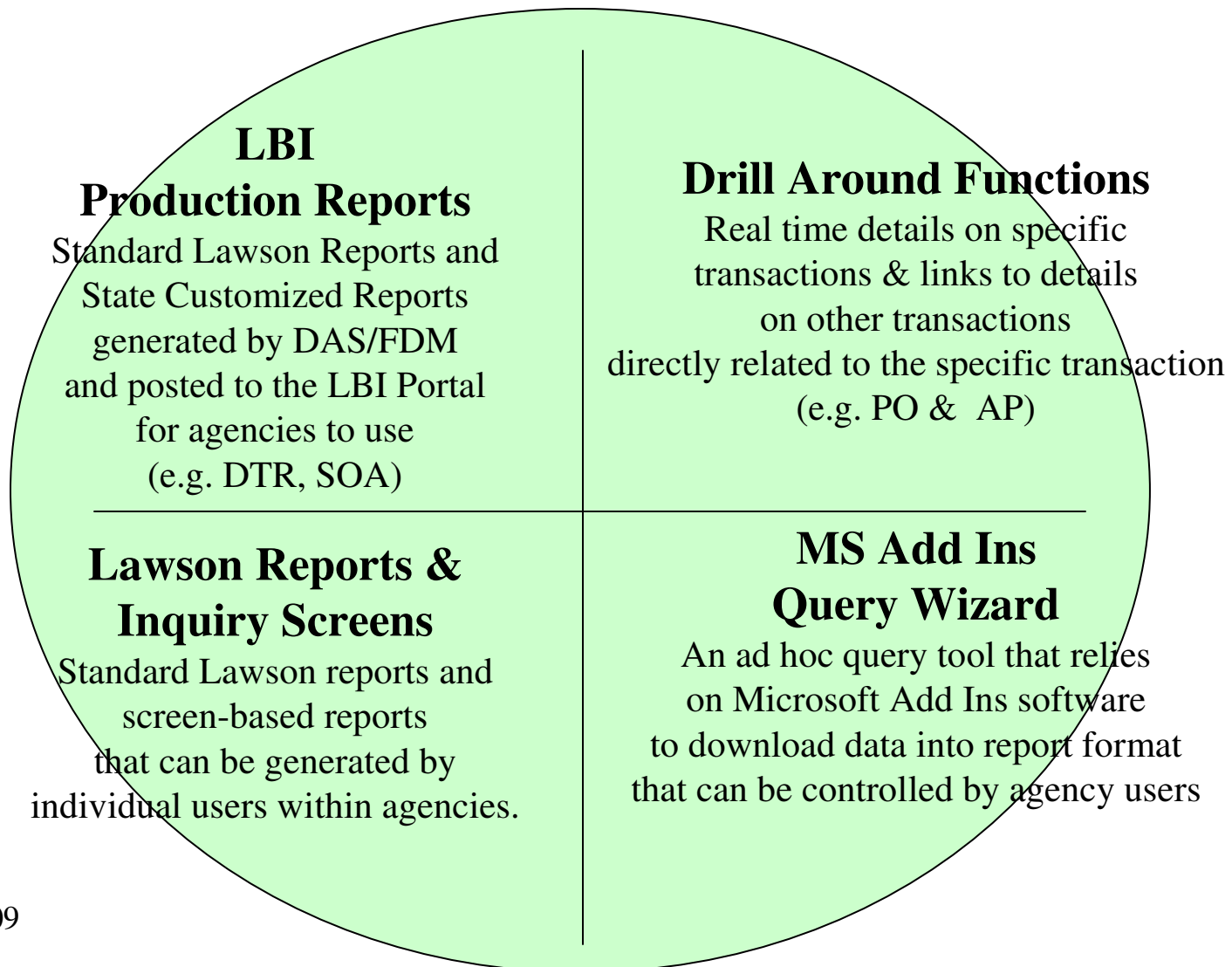
Chapter 2: LBI Reporting Functions



Introduction

This document is designed to support self-guided instruction on the variety of reporting functions implemented with NH FIRST.

The fundamental actions and navigation required to execute reporting functions should be familiar to users who have already attended training on specific processes.





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NH FIRST Project
Lawson Business Intelligence
(LBI)

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Chapter 2

Viewing Reports In Lawson Business Intelligence (LBI)



What Is LBI?

LBI contains a combination of sources of information:

- Partly e-Info Library – where you can view centrally run reports
 - Current
 - Historical
- Partly e-info Warehouse – where you can run on-demand reports

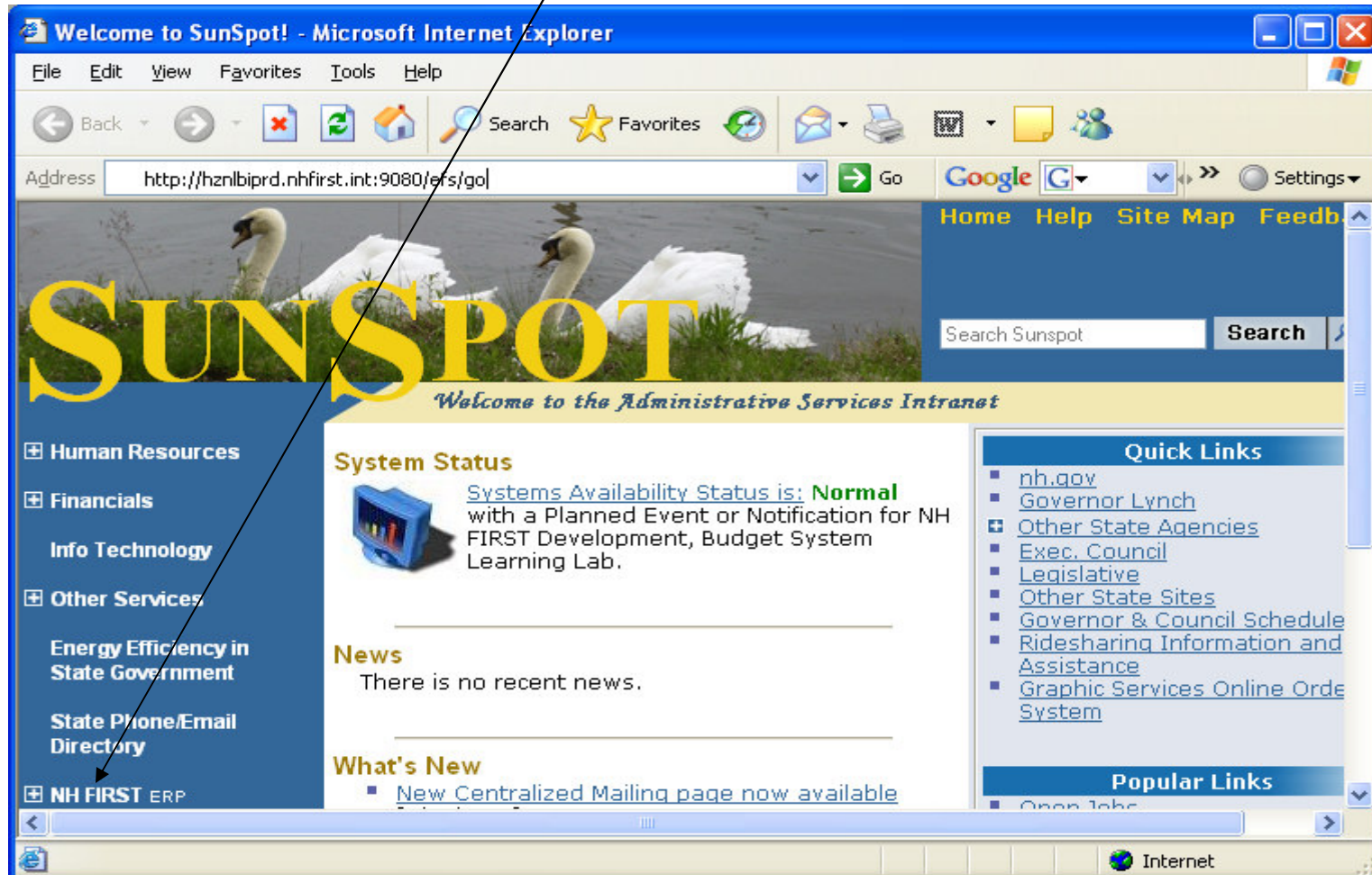


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In Internet Explorer, on the SunSpot website, click on the NH FIRST link





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Click on the Links link

NH FIRST - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail News Groups Settings

Address <http://sunspot.admin.state.nh.us/erp/index.asp> Go Google G Settings

SUNSPOT

Home Help Site Map

Search Sunspot

NH FIRST ERP Home

AGENCY READINESS

[Got Readiness Questions?](#)

[Helpful Tools](#)

[Pilot #1 - May 5, 2009](#)

[Pilot #2 - May 26, 2009](#)

PROJECT DOCUMENTS

[Archives](#)

[Functional Area Documents](#)

[Lawson User Manuals](#)

[Policies](#)

PROJECT LINKS

[Links](#)

PROJECT SUPPORT

[Got Project Questions?](#)

Welcome To NH FIRST (ERP)

Enterprise Resource Planning

The NH FIRST project will replace the current NH Financial System (NHIFS) Government Human Resource System (GHRIS) [read more...](#)

System Readiness:

- NH FIRST System Status**
Development Environment: **Normal**
Production Environment: **Normal**
- NH FIRST Budget Environment**
Learning Lab: **Normal**
Production: **Normal**

NH FIRST News:

NH FIRST "Informational Bulletin"

User Acceptance Test Activities:

[Contact Testing Team](#)

Testing Results:

- [UAT Results Summary](#)

Completed Scripts

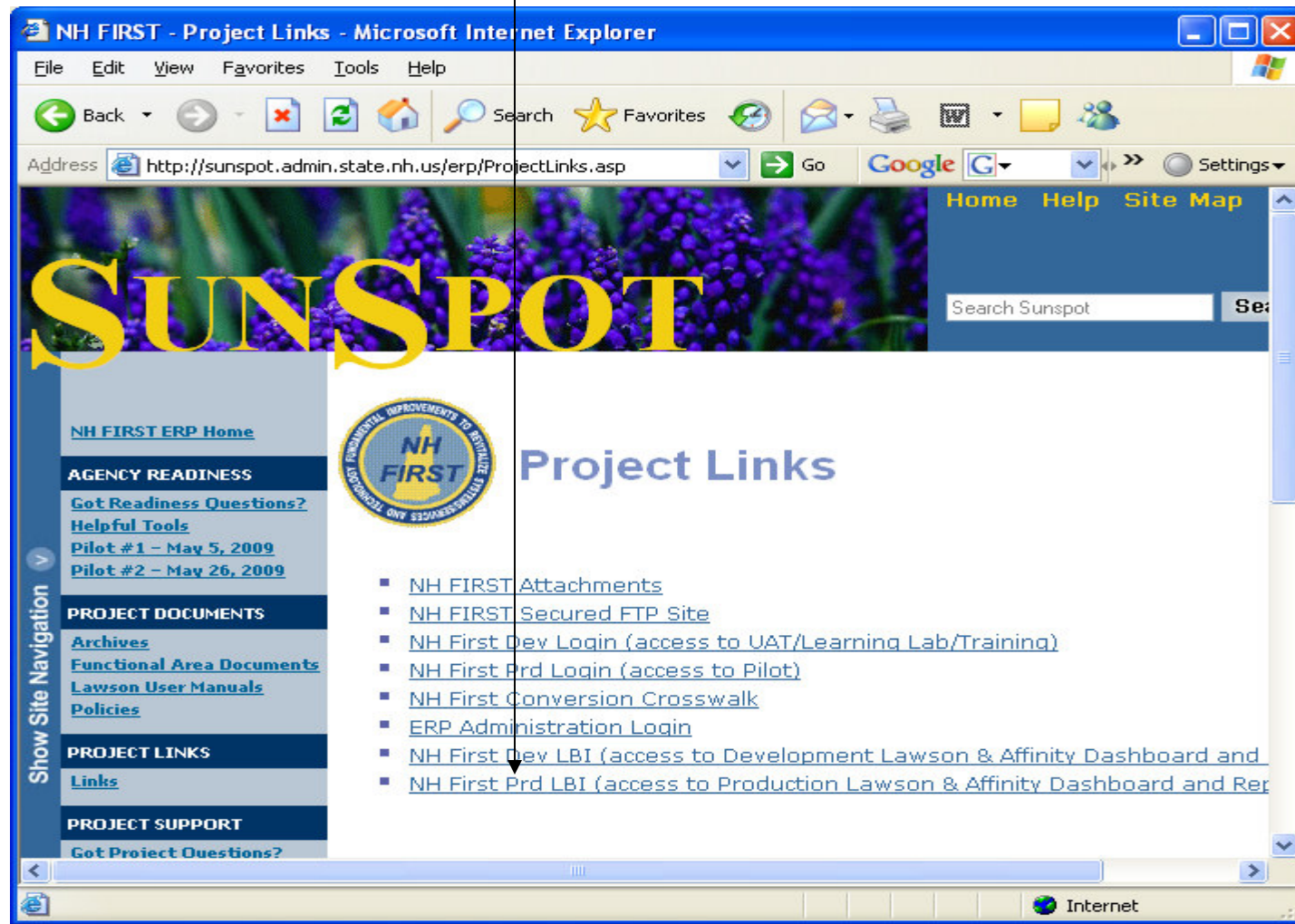


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Click on the NH FIRST Prd LBI link





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Enter your NH FIRST ID and password, and hit the ENTER key or the Login button

Lawson Login Page - Windows Internet Explorer

https://prd.nhfirst.nh.gov/sso/SSOServlet?_action=LOGINASSERT&_ssi

File Edit View Favorites Tools Help

Search we

pdf

SnagIt

Lawson Login Page

LAWSON

User Name

Password

Login

Copyright © 2000-2008 Lawson Software Inc. Technology 9.0.1.3.572

Done Internet 100%



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You will see a dashboard similar to this one. Each box on the dashboard is a module.

You will see only those modules you have access to view.

Tools | NH FIRST | Workspace

Search...

NH FIRST >

NH FIRST

Contact

For questions on this site, please contact the FDM Reporting Team at e-InfoWarehouseServices@nh.gov

NH FIRST

- NH FIRST Helpful Tools +
- NH FIRST Project +
- NH FIRST Access Forms +
- Affinity Budget +
- Lawson Portal +
- My Lists +
- NH FIRST Attachments +

FDM Reporting Team

- Extracts for GHRS +
- Crystal Management Console +
- Crystal Enterprise Admin Launchpad +
- Process Flow Administration +
- Report Administrator List +
- FDM Tool Reports List +
- IFS and GHRS [FDM] +
- Datawatch +
- NH FTP +
- Totals by Class Spreadsheet - Macro for Formatting Worksheets +
- Lawson Guru +

Affinity

- Affinity Validation Reports +
- Reports For Agency Phase +
- Reports For Governor Phase +
- Reports For Legislative Phase +

Messages

- From the Governor +
- From Administrative Services +
- From LBI Administrator +

Please Note: To print from LBI, you MUST use the printer icon on the 2nd row of icons when viewing an LBI report.
<----- See NH FIRST Reporting PowerPoint under NH FIRST Helpful Tools.

Documentation

Reference

- Reference Reports +

Budgeting

- Budgeting Reports +

GL - General Ledger

- GL00 - Chart of Accounts +
- General Ledger Reports +

CB - Cash Books

- Cash Books Reports +

Interfaces

- Interface Reports +
- Payroll Interfaces +

Audit Prep Guide

- Audit Prep Guide Reports +

Administrative Office of the Courts

- Administrative Office of the Courts +

State of New Hampshire Sites

- NH Government +
- SunSpot +
- GHRS +
- e-Info Library +
- e-Info Request Services +
- e-Info Warehouse +
- Governor and Council Agendas and Minutes +
- Quick Bill Status Search +
- Revised Statutes Online +

AR - Accounts Receivable

Send AR questions to: Debbie.Church@nh.gov

- AR10 - Customer +
- Accounts Receivable Reports List +

PO - Purchasing

- Purchasing Reports List +

AP - Accounts Payable

Send AP questions to: Ellen.Chase-Lucard@nh.gov

- Accounts Payable Reports List +

GM - Grant Management

- Grant Management Report List +



IMPORTANT NOTES

- The dashboard will remain in the background as you view report lists and reports.
- Each time you open a report list or report, it will open in a new window. To get out of a report list or report, simply close the window by clicking on the red 'X' in the top right corner.
- **There is no log out for LBI.** When you have finished what you need to do, simply close the window by clicking on the red 'X' in the top right corner.



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To connect to Portal from LBI, Click on the Portal Home link.

Tools | NH FIRST | Workspace

NH FIRST >

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NH FIRST

- NH FIRST Helpful Tools +
- NH FIRST Project +
- NH FIRST Access Forms +
- Affinity Budget +
- Lawson Portal +**
- My Lists +
- NH FIRST Attachments +

FDM Reporting Team

- Extracts for GHRS +
- Crystal Management Console +

Messages

- From the Governor +
- From Administrative Services +
- From LBI Administrator +

Please Note: To print from LBI, you MUST use the printer icon on the 2nd row of icons when viewing an LBI report.
<----- See NH FIRST Reporting PowerPoint under NH FIRST Helpful Tools.

Documentation

Reference

- Reference Reports +

Budgeting

- Budgeting Reports +



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You will be sent to the NH FIRST Portal and signed on. You can now navigate through Portal as normal. LBI will remain open in another window on your PC.

LAWSON Portal Home Welcome Lisa You are in PROD [logout]

Search...

Home

- Inbasket
 - Task Level Work
 - AP Agency*
 - Bureau of Accounting 1*
 - User Level Work
 - Lisa Adams
- Batch Utilities

Portal

Common Tasks

- > [Manage Subscriptions](#)
- > [Manage User Options](#)
- > [Change Password](#)

Useful Information

- > [Portal User Help](#)
- > [KnowledgeBase](#)
- > [Hotkeys Help](#)



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To view reports within a module, click on the Reports List in that module.

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- NH FIRST Access Forms +
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- Extracts for GHRS +
- Crystal Management Console +
- Crystal Enterprise Administration +

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▼ From the Governor +
▼ From Administrative Services +
▼ From LBI Administrator +

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Documentation

Reference

- Reference Reports +

Budgeting

- Budgeting Reports +

State of New Hampshire

- NH Government +
- SunSpot +
- GHRS +
- e-Info Library
- e-Info Request
- e-Info Warehouse
- Governor and
- Quick Bill Status
- Revised Statutes

AR - Accounts Receivable

Send AR questions to: [Debbie](#)

- AR 10 - Customer +
- Accounts Receivable

PO - Purchasing

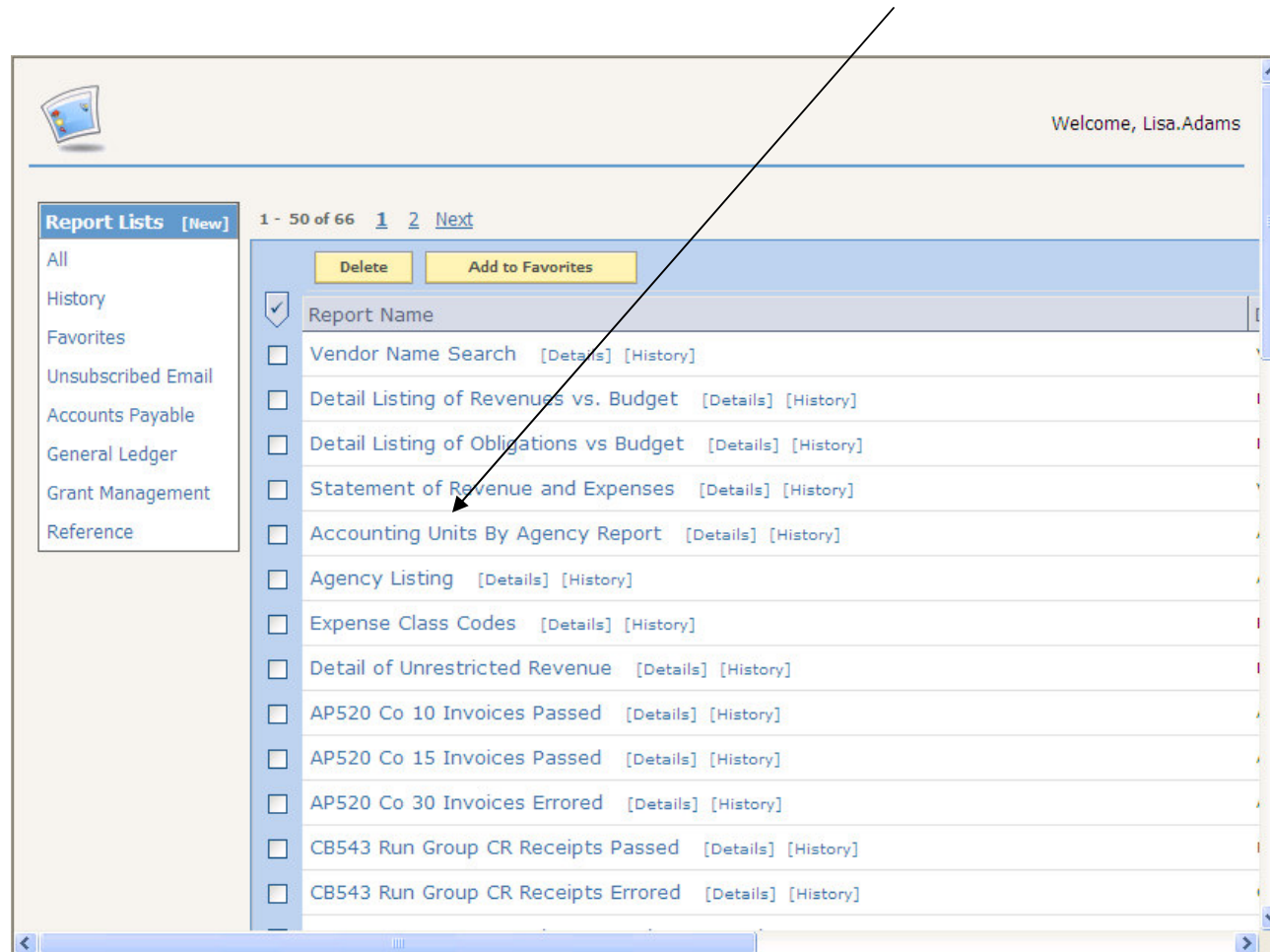


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You will see a list of the reports in that module that you are allowed to see. To view the latest instance of a scheduled report, click on the report name.





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http://apslbidev.nhfirst.int:9080 - Lawson Report Viewer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Mail Print View Source Search Web

Pages

Attachments

Comments

STATE OF NEW HAMPSHIRE
ADMINISTRATIVE SERVICES

ACCOUNTING UNITS BY AGENCY REPORT

Page: 1
03/28/2008
2:55:01PM

AGENCY	ACCT UNIT	ACCOUNTING UNIT DESCRIPTION	COMPANY	BUR/DIV
002	10000002	OFFICE OF THE GOVERNOR	10	0200
002	10010000	EXECUTIVE COUNCIL	10	0220
002	10040000	COMMISSION ON DISABILITY	10	0205
002	10060000	CLIENT ASSISTANCE PROGRAM	10	0205
002	10070000	TELECOMMUNICATIONS ASSISTANCE	10	0205
002	10120000	PUBLIC AWARENESS	10	0205
002	12050000	PETROLEUM VIOLATION ESCROW	10	0210
002	36470000	NATIONAL PARK SERVICE	10	0240
002	36950000	SCENIC BY-WAYS-00	10	0240
002	36950001	SCENIC BY-WAYS-01	10	0240
002	36950002	SCENIC BY-WAYS-02	10	0240
002	36950003	SCENIC BY-WAYS-03	10	0240
002	36950004	SCENIC BY-WAYS-04	10	0240
002	36950096	SCENIC BY-WAYS-96	10	0240
002	36950097	SCENIC BY-WAYS-97	10	0240
002	36950098	SCENIC BY-WAYS-98	10	0240

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Internet

Please note the IFS activity is now referred to as BUR/DIV (Bureau or Division)



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To view historical instances of a scheduled report, click on the [History] button to the right of the report name.

The screenshot shows a web browser window with the URL <https://nhfirst.lbi.nh.gov/?CMD=GETLIST&LIST=All&LISTOWNER=RPTADMN3&PAGESIZE=50&LISTBAR=8&TIT...>. The page displays a list of reports under the heading "Report Lists [New]". On the left, there is a sidebar menu with options: All, History, Favorites, Unsubscribed Email, Accounts Payable, General Ledger, Grant Management, and Reference. The main content area shows a table of reports with columns for "Report Name", "[Details]", and "[History]". The reports listed are:

Report Name	[Details]	[History]
<input type="checkbox"/> Vendor Name Search	[Details]	[History]
<input type="checkbox"/> Detail Listing of Revenues vs. Budget	[Details]	[History]
<input type="checkbox"/> Detail Listing of Obligations vs Budget	[Details]	[History]
<input type="checkbox"/> Statement of Revenue and Expenses	[Details]	[History]
<input type="checkbox"/> Accounting Units By Agency Report	[Details]	[History]
<input type="checkbox"/> Agency Listing	[Details]	[History]
<input type="checkbox"/> Expense Class Codes	[Details]	[History]
<input type="checkbox"/> Detail of Unrestricted Revenue	[Details]	[History]
<input type="checkbox"/> AP520 Co 10 Invoices Passed	[Details]	[History]
<input type="checkbox"/> AP520 Co 15 Invoices Passed	[Details]	[History]
<input type="checkbox"/> AP520 Co 30 Invoices Errored	[Details]	[History]
<input type="checkbox"/> CB543 Run Group CR Receipts Passed	[Details]	[History]
<input type="checkbox"/> CB543 Run Group CR Receipts Errored	[Details]	[History]

An arrow points from the text instruction to the "[History]" link next to the "Statement of Revenue and Expenses" report.



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You will see all prior instances of the report sorted by date, with the latest report at the top. Click on the instance you want to view.

https://nhfirst.lbi.nh.gov/?CMD=GETLIST&LIST=8&REPORTID=175&REPORTNAME=Statement%20of%20Revenue% - Win...

-> Statement of Revenue and Expenses -> History Welcome, Lisa.Adams

1 - 6 of 6 [Back to Previous Report ListDFDSAF](#)

[Delete](#) [View](#) [<Date Filter>](#)

<input checked="" type="checkbox"/>	Instance Name		Created Date	Output Type	Created By
<input type="checkbox"/>	6_175_Statement of Revenue and Expenses_ON_DEMAND	[Details] [Publications]	10/1/2009 8:21:22 AM	pdf	RPTADMN2
<input type="checkbox"/>	5_175_Statement of Revenue and Expenses_ON_DEMAND	[Details] [Publications]	9/28/2009 7:13:54 PM	pdf	RPTADMN2
<input type="checkbox"/>	4_175_Statement of Revenue and Expenses_SCHEDULED	[Details] [Publications]	9/28/2009 7:34:10 AM	PDF	RPTADMN2
<input type="checkbox"/>	3_175_Statement of Revenue and Expenses_ON_DEMAND	[Details] [Publications]	9/25/2009 11:00:16 AM	pdf	RPTADMN2
<input type="checkbox"/>	2_175_Statement of Revenue and Expenses_ON_DEMAND	[Details] [Publications]	9/25/2009 10:59:35 AM	pdf	RPTADMN2
<input type="checkbox"/>	1_175_Statement of Revenue and Expenses_ON_DEMAND	[Details] [Publications]	9/25/2009 10:59:04 AM	pdf	RPTADMN2



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You will see the report.

https://nhfirst.lbi.nh.gov/?CMD=VIEW&REPORTID=175&INSTANCEID=68&OuterWrapper=true&NewR...

File Edit View Favorites Tools Help

Search we Search 0 PDF

SnagIt

Page Tools Find

1 / 15 48.4%

STATE OF NEW HAMPSHIRE
ADMINISTRATIVE SERVICES
STATEMENT OF REVENUE AND EXPENSE
FOR FISCAL YEAR 2010 - SEPTEMBER
COMPANY: 10 - GENERAL FUND

Page: 1
10/01/2009
8:21:14AM

REVENUES	CURRENT PERIOD	FISCAL YEAR-TO-DATE
UNRESTRICTED INCOME	123,826,678.72	240,611,669.33
TOTAL REVENUES	123,826,678.72	240,611,669.33

REVENUES	CURRENT PERIOD	FISCAL YEAR-TO-DATE
FEDERAL FUNDS	39,329,734.66	262,384,371.11
TRANSFERS FROM OTHER AGENCY	1,145,388.26	4,298,427.69
TRS FROM DEPT TRANSPORTATION	4,564.41	21,366.14
REVOLVING FUNDS	5,565,547.53	15,180,616.10
PRIVATE LOCAL FUNDS	-11,936,125.41	4,246,964.36
AGENCY INCOME	653,134.46	2,895,249.81
AGENCY INCOME	773,972.82	1,573,041.12
AGENCY INCOME	2,832,993.51	12,579,519.56
AGENCY INCOME	22,824,694.05	68,696,759.41
TOTAL REVENUES	61,193,304.09	371,882,335.30

EXPENSES	CURRENT PERIOD	FISCAL YEAR-TO-DATE
PERSONAL SERVICES PERM CLASS	34,274,167.09	120,069,832.84
PERSONAL SERVICES UNCLASSIFI	1,345,118.35	4,732,582.46
PERSONAL SERVICES UNCLASSIFI	733,459.36	2,614,603.87
PERSONAL SERVICES UNCLASSIFI	441,899.89	1,529,665.78
PERSONAL SERVICES UNCLASSIFI	164,428.76	373,862.29
PERSONAL SERVICES UNCLASSIFI	23,765.74	83,180.69
PERSONAL SERVICES NON CLASSI	1,122,650.26	3,842,232.90
PT EMPLOYEES SPECIAL PAYMENT	331,762.28	1,090,254.18
OVERTIME	1,089,170.72	3,616,906.96
HOLIDAY PAY	559,353.95	734,630.95
CURRENT EXPENSES	4,239,219.37	11,740,276.01
FOOD INSTITUTIONS	390,984.24	902,684.84
RENTS-LEASES OTHER THAN STAT	1,195,564.55	4,417,929.05
HEAT ELECTRICITY WATER	1,710,128.74	4,756,515.41
MAINT OTHER THAN BUILD-GRN	646,622.88	1,514,055.41
STATE OWNED EQUIPMENT USAGE	3,945.31	7,517.04
ORGANIZATIONAL DUES	107,906.20	832,207.88
TRANSFERS TO DOIT	3,563,002.13	3,642,114.78
TRANSFERS TO GENERAL SERVICE	-718.74	5,762.01
TRANSFERS TO DATA CENTER	0.00	801.89
EQUIPMENT NEW REPLACEMENT	4,711,735.24	8,330,090.49
LAND ACQUISITION AND EASEMEN	25,487.82	275,487.82

Done Internet 100%

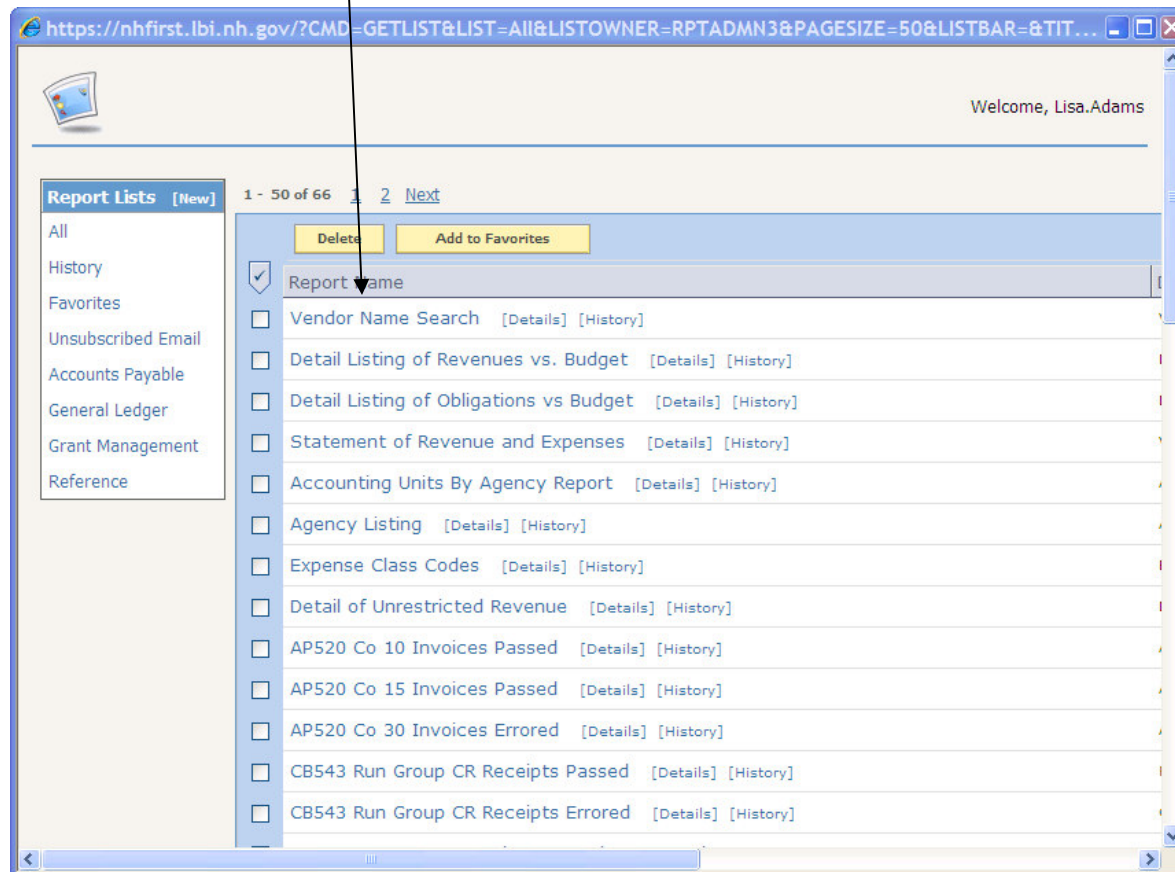


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Some reports are on-demand reports and require you to enter parameters to limit the data to be included on the report. Click on the report name in the report list.





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A screen with all of the required parameters will appear. Enter the desired values for all parameters. Then click on the **Run** button.

https://nhfirst.lbi.nh.gov/?CMD=VIEW&REPORTID=1698&INSTANCEID=LATEST&OuterWrapper=true&NewReport

File Edit View Favorites Tools Help

Search we Search PDF

SnagIt

Parameter(s) for: Vendor Name Search

Show Parameter Sets

Enter the Vendor Name to Search (Wildcard is *): *hanna*

Run Cancel

Report Target:

☒ Replace this window

☐ In a new window

☐ Always in a new window

Done Internet 100%



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The report will run and display on the screen as a PDF report. You can save a copy of the report by clicking on the save icon. By clicking on the printer icon you can print the report.

Lawson Report Viewer - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail News RSS Settings

Save a Copy Print Search Select 75% Search Web

Pages Attachments Comments

STATE OF NEW HAMPSHIRE
ADMINISTRATIVE SERVICES

VENDOR NAME SEARCH

VENDOR SEARCH BY VENDOR LOCATION NAME OR VENDOR SEARCH NAME

Page: 1
03/18/2009
6:18:39PM

LOCATION INFORMATION								
VEND #	VENDOR SEARCH NAME	TYPE/CD	SUB VEN	VENDOR LOCATION NAME	ADDR1	CITY	ST	
160556	SOPHIE & ZEKES RESTAURANT	B / B001	130202	Hanna Lulus Llc	Db	Sophie & Zekes Restaurant	Claremont	NH
165279	HANNA RUBBER CO INC	B / B001	57811	Hanna Rubber Co Inc		1511 Baltimore Ave	Kansas City	MO
150003	SUPER SHOP N SAVE STORE 319	B / B003	117498	Hannaford Bros Co		Attn Donna Coughlin	Portland	ME
150003	SUPER SHOP N SAVE STORE 319	B / B004	12008	Hannaford Bros Co		Franklin 318	Franklin	NH
150003	SUPER SHOP N SAVE STORE 319	B / B005	128128	Hannaford Bros Co		PO Box 1000	Portland	ME
150003	SUPER SHOP N SAVE STORE 319	B / B007	16405	Hannaford Bros Co		E Hampstead 190	E Hampstead	NH
150003	SUPER SHOP N SAVE STORE 319	B / B008	17745	Hannaford Bros Co		Keene 163	Keene	NH
150003	SUPER SHOP N SAVE STORE 319	B / B011	35678	Hannaford Bros Co		Raymond 120	Raymond	NH
150003	SUPER SHOP N SAVE STORE 319	B / B012	37062	Hannaford Bros Co		Concord 329	Concord	NH
150003	SUPER SHOP N SAVE STORE 319	B / B017	94346	Hannaford Bros Co		Attn Tandra Fletcher	Portland	ME
150003	SUPER SHOP N SAVE STORE 319	R / R001	105771	Hannaford Bros Co		Nashua 186/Pharmacy	Portland	ME
150003	SUPER SHOP N SAVE STORE 319	P / P001	105771	Hannaford Bros Co		175 Coliseum Ave	Nashua	NH
150003	SUPER SHOP N SAVE STORE 319	R / R002	116970	Hannaford Bros Co		Rindge 180/Pharmacy	Portland	ME
150003	SUPER SHOP N SAVE STORE 319	P / P002	116970	Hannaford Bros Co		233 Rte 202	Rindge	NH
150003	SUPER SHOP N SAVE STORE 319	R / R003	126946	Hannaford Bros Co		Northwood 160/Pharmacy	Portland	ME
150003	SUPER SHOP N SAVE STORE 319	P / P003	126946	Hannaford Bros Co		174 First NH Tpke	Northwood	NH
150003	SUPER SHOP N SAVE STORE 319	P / P011	128149	Hannaford Bros Co		1458 Lakeshore Rd	Gilford	NH
150003	SUPER SHOP N SAVE STORE 319	R / R012	128150	Hannaford Bros Co		Goffstown 311/Pharmacy	Portland	ME
150003	SUPER SHOP N SAVE STORE 319	P / P012	128150	Hannaford Bros Co		605 Mast Rd	Goffstown	NH
150003	SUPER SHOP N SAVE STORE 319	R / R013	128151	Hannaford Bros Co		E Hampstead 190/Pharmacy	Portland	ME
150003	SUPER SHOP N SAVE STORE 319	P / P013	128151	Hannaford Bros Co		305 Sandown Rd	E Hampstead	NH
150003	SUPER SHOP N SAVE STORE 319	R / R014	128152	Hannaford Bros Co		Keene 163/Pharmacy	Portland	ME

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Done Trusted sites



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Please note that should you have any questions on LBI, there is a contact module in the upper right side of the dashboard with a link to send an e-mail to the FDM Reporting Team.

Tools NH FIRST Workspace

NH FIRST >

NH FIRST

Contact

For questions on this site,
please contact the FDM Reporting Team at
e-InfoWarehouseServices@nh.gov

NH FIRST

- NH FIRST Helpful Tools +
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FDM Reporting Team

- Extracts for GHRS +
- Crystal Management Console +
- Crystal Enterprise Admin Launchpad +

Messages

- ▽ From the Governor +
- ▽ From Administrative Services +
- ▽ From LBI Administrator +

Please Note: To print from LBI, you MU
row of icons when viewing an LBI repo
<----- See NH FIRST Reporting PowerPoint

Documentation

Reference

- Reference Reports +

Budgeting

- Budgeting Reports +



MORE IMPORTANT NOTES

- The e-Info Library will contain all Financial reports prior to NH FIRST implementation. If you need to see a report generated from IFS, you will need to use the e-Info Library. For reports starting in fiscal year 2010, you will see your reports in LBI.
- The plan is for e-Info Warehouse to contain all data from the IFS system as it currently does and will be populated with data from NH FIRST Financial System that will be reformatted to the IFS format. This will allow most reports currently run in e-Info Warehouse to continue to be run.
- GHRS reporting will remain unchanged. This will continue to use e-Info Library and e-Info Warehouse for all reporting.
- It is also the intent to continue the use of e-Info Quick View on Sunspot. We are still working out the logistics of sending the reports to Sunspot.
- The e-Info Request Services will also continue to be available for you to request reports from the e-Info Warehouse for both IFS and NH FIRST data. However, please be aware that requests may require more time to be completed. Please allow us as much lead time as you can.